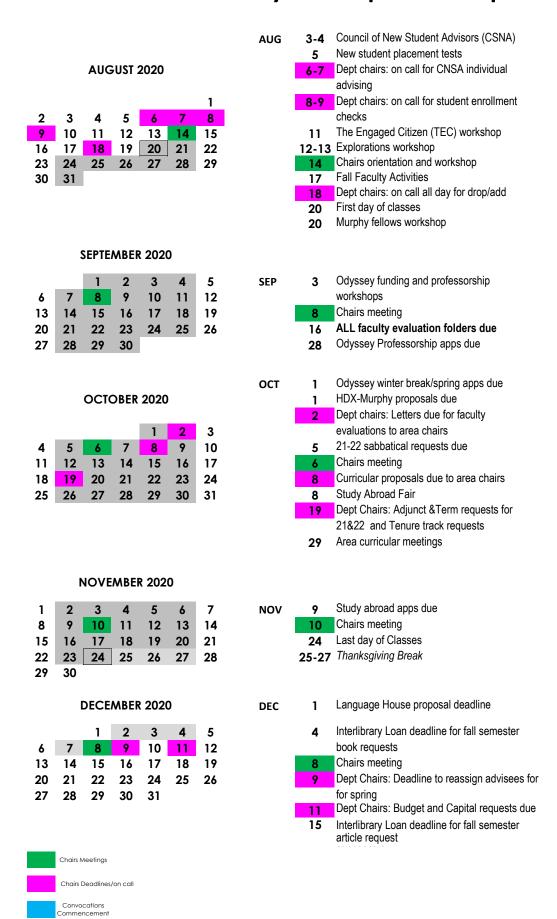
# 2020-2021 Faculty and Dept Chair Important Dates



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## **JANUARY 2021**

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# JAN 19 HDX-Murphy ENGL, LANG, TADA tutorial course proposals due

- 21 Odyssey funding workshop
- 28 Reports for Course schedules due to Area chairs
- Dept chairs: Course schedules due to Area

### FEBRUARY 2021

			3			
			10			
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## FEB 1 Project grant apps due

- 1 Murphy Scholar Program applications due
- 1 HDX-Murphy proposals due
- 1 Odyssey summer funding deadline
- 1 Staff turn in annual evaluations
- 10 Deadline for Methodist Exemplary Teacher nominations
- 1-12 Schedule building by area assistants
- Chairs meeting
- 19 Dept Chairs: Schedule available for changes
- 25 Dept Chairs: Majors Fair
- Dept chairs: Last day to make schedule

#### **MARCH 2021**

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# MAR 1 Faculty annual reviews due to both area chairs and department chairs

- 9 Chairs Meeting
- 12 Dept chairs: Respond to faculty annual reviews
- 22-26 Spring Break
- 29 Deadline for Distinguished Professorship nominations
- Dept chairs: Rolling deadline for edits to Guide and Catalog start

#### **APRIL 2021**

				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	

# APR 1 HDX-Murphy proposals due

- Odyssey deadline for fall and winter break projects and summer internships
- 9 Dept chairs: Office and lab space needs due
- 13 Chairs meeting
- Honors day student award names and distinctions due
- 16-18 Alumni Weekend
- Honors day tangible awards due
- 29 Honors Convocation

### **MAY 2021**

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# MAY 1 Email sent to faculty with scheduled evaluations

- 7 Dept chairs: deadline to reassign advisees for fall sabbaticals
- 14 Reports for Course Development Grants for spring courses due
- 14 Reports for Faculty Project Grants and Faculty Sabbatical grants due
- 15 Commencement
- 28 Summer Language Program proposal deadline
- 31 End of fiscal year

JUN 15 Faculty reappointment letters sent

